



Information especially for employers

# employer advisor

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## Online Filing Works Best

As a tax preparer, you may file quarterly Unemployment Insurance reports for one employer, or multiple employers. For either, our website is a fast and easy way to file quarterly reports, and access your records 24/7. In addition, you can make timely and accurate payments while saving time and postage.

If you are a tax preparer filing for more than five employers, there is no need to have each employer's PIN. Our department utilizes a Tax Preparer (TP) code. This code allows access to your clients' accounts using the account number with the Federal Identification Number (FEIN) instead of the PIN. After the TP code is first entered, the system will link all of your client employer

accounts to the TP code login. Thereafter, you may access all of your clients' accounts with one login. This allows you to file for multiple employers quickly and accurately whether you choose to do an automatic upload, or file manually on our website. For additional information on TP codes, or to request a TP code, visit: <https://jobs.utah.gov/ui/Employer/Public/Forms/TPCodeRequest.pdf>

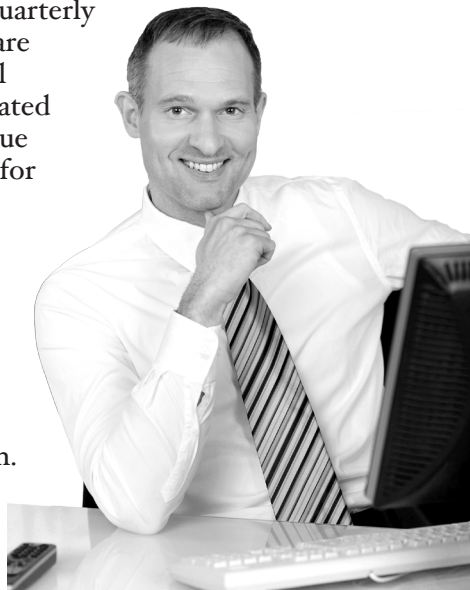
If you are an accountant filing for less than five employers, visit our website at [jobs.utah.gov](https://jobs.utah.gov) to easily file accurate and secure online reports. With the online chat feature, live help is available during regular business hours. Visit us at [jobs.utah.gov](https://jobs.utah.gov) for more information.

## New Electronic Fund Transfer Features

Using the Electronic Fund Transfer (EFT) option at [jobs.utah.gov](https://jobs.utah.gov) to make an Unemployment Insurance payment is now easier and more seamless. Use an EFT when filing a quarterly report or when Contributions, Interest, or Penalties are owing to the Department. By signing in with an email address and password, you will see all accounts associated with the email address. Accounts having an amount due will appear in the lower left corner of the home page for "Employers for Tax and New Hire Reporting."

From the "Payments" corner, you can view accounts with an amount due, a previously scheduled EFT payment, or all available payment options.

Simply click on the option desired and choose the amount and settlement date to make the payment. There are helpful hints, payment links, answers to frequently asked questions and even a live chat option. Remember, any EFT scheduled can be deleted or modified if the payment has not already been processed. This can occur until 2 p.m. (Mountain Time) the business day before the settlement date.



Read the latest on Utah's economy here:





# Utah's Unemployment Insurance Program

## Leads Nationally

The Utah Unemployment Insurance (UI) Program was awarded the “Triple Crown” from the U.S. Department of Labor for operating faster, more effectively and with higher quality than any other medium sized state in the nation. The division was recognized in all three of its functions: benefit payments, appeals decisions and tax operations. The award came at the National Unemployment Insurance Directors Conference hosted during October 2014, in Salt Lake City. Utah

has won the award for the past four years — a feat never accomplished previously by any state. This recognition highlights our daily commitment to quality customer service and efficient operations.

We would like to thank all employers for their commitment to Utah's growing economy. Your contributions to the Unemployment Trust Fund and responses to our requests for information ensure that the UI Program pays benefits timely and responsibly.

## We Prosecute Unemployment Insurance Fraud

After a Department of Workforce Services (DWS) Unemployment Insurance (UI) adjudicator concludes that a claimant committed fraud, the Prosecution Board evaluates the facts to determine if criminal prosecution is warranted.

If the Prosecution Board decides to proceed, the Prosecution Specialist assembles the evidence, prepares the case, and submits it to the appropriate jurisdiction to be screened for criminal prosecution — typically as a felony — in the Utah District Courts. For a criminal case, the evidence must be beyond a reasonable doubt.

### Employers Play an Important Part in This Process

DWS recognizes employers have a variety of payroll periods. Employers also often use outside payroll services, and sometimes hire third party representatives to resolve UI issues.

However, UI laws and rules require UI claimants to report gross earnings every calendar week regardless of their pay period or pay date. Based on this calendar week report, DWS determines whether the claimant is eligible for benefits for the week and the amount.

When DWS requests that an employer completes a wage audit, it is crucial that the employer provides the wage information on a daily or Sunday through Saturday weekly basis. This enables DWS to determine if the claimant has reported accurate earnings and DWS has paid appropriate benefits.



*If an employer has delegated these responsibilities to a third party, the employer must work with this third party to provide the requested information to DWS.*

After a case is selected for criminal prosecution, the Prosecution Specialist may need to contact the employer for additional evidence (e.g., time cards, pay stubs).

We appreciate the cooperation of all employers in our efforts to minimize claimant fraud and prosecute those claimants who commit fraud.